

St. Thomas's Day School, a Coeducational Episcopal Day School in New Haven, Connecticut, seeks a Director of Institutional Advancement.

The School is a diverse community of children, teachers, parents, and parishioners working together to foster learning in the context of faith and personal commitment. As a mission of Saint Thomas's Episcopal Church, the Day School seeks to educate children broadly by cultivating intelligence while engaging heart and spirit. The School seeks to motivate children of diverse races, creeds, and backgrounds to become independent thinkers who appreciate, understand, and serve others.

**Title:** Director of Institutional Advancement; full-time; 12 month position

**School Year:** 2016-2017; anticipated start date 7/1/16

### ***Position Summary***

The Director of Institutional Advancement is responsible for designing and implementing effective practices that produce support for the school. As a member of the senior leadership team, the Director reports to the Head of School, partnering with her and working closely with the Administrative Team and the Board of Managers on communications, marketing, cultivation, alumni and public relations and fundraising initiatives. This visionary and experienced leader has the broad institutional experience and demonstrated work ethic necessary to motivate and lead a team of professionals and volunteers.

### ***Primary Responsibilities:***

- Create a written, diversified, coordinated Institutional advancement plan with clearly defined objectives, timelines and assignment of responsibilities, covering the following areas: communications, marketing, constituent cultivation, database management, public relations, special events and fundraising.
- Participate personally and set the example for dynamic fundraising and long-term donor stewardship.
- Serve as a major gifts officer and guide the effective deployment of the Head of School, staff, and key volunteers in fundraising and cultivation priorities.
- Oversee, coordinate, and evaluate all other fundraising efforts on behalf of the school.
- Oversee and evaluate all processes, procedures, programs, and events related to communications, marketing, constituent cultivation, database management, public relations, and fundraising.
- Work with the Head of School in the formulation of an annual Advancement Team, program goals and budget and monitor budget throughout the year.
- Ensure that all communications and marketing materials (written, verbal, web or e-based, or video) are unified and consistent in message and design.
- Promote professional development among members of the Advancement Team.
- Serve as an active participant on the Head of School's Administrative Team.
- Collaborate with the Head of School, Administrative Team, Board of Managers, and volunteers to plan and implement strategies to increase engagement.

- Work with the Board of Managers and faculty to advance the mission of St. Thomas's Day School.
- Serve as a key spokesperson and advocate for the school on campus and in the community.

**Preferred Qualifications and Education**

- Professional leadership experience in a nonprofit organization, with a successful record of fundraising, communications, and engagement.
- Previous team management and supervisory experience with the ability to create a shared commitment to the mission and a creative, collaborative, and healthy work environment.
- Exceptional planning skills; goal driven; detail-oriented; and the ability to set and meet deadlines. Able to construct, articulate and implement written annual development and communication/marketing plans.
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and key stakeholders.
- Must be flexible, genuine and interested in developing and building long-term relationships.
- High energy and passion for the mission and values of STTS.
- Bachelor's degree required, Master's degree preferred.

Qualified candidates may submit their resume, cover letter, writing sample, and three professional references to Gina Panza @ [gpanza@stthomasday.org](mailto:gpanza@stthomasday.org). Please generate all documents in MS Word or a converted PDF file. Applications will be reviewed as they are received, and the position will remain open until filled.

St. Thomas's Day School is an Equal Opportunity Employer.